

EMERGENCY GOVERNMENT COMMITTEE
NOTICE OF PUBLIC MEETING

Thursday, August 1, 2019

6:30pm

Emergency Services Building
4030 County Road N
Cottage Grove, WI

1. Determine that a quorum is present and that the meeting was properly posted.
2. Call to order.
3. Public Appearances – public’s opportunity to speak about any subject that is not specific agenda item.
4. Discuss and consider approval of prior meeting minutes.
5. Update on meeting table connectivity.
6. Update on new computer
7. Emergency Plan for Aster Senior Leaving
8. Discussion of budget
9. Discussion of emergency plan for extreme weather events
10. Process for review of overall emergency plan
11. Reports from Department Representatives and committee Members
 - a. Cottage Grove Police Department
 - b. Cottage Grove Fire Department
 - c. Deer-Grove EMS
 - d. Monona Grove Schools
 - e. Landmark
 - f. Hydrite Chemical
 - g. Committee Members
12. Future Agenda Items
13. Date and Time of next meeting
14. Adjournment

ALL AGENDA ITEMS ARE SUBJECT TO ACTION
Respectfully submitted by Sarah Valencia

Notice: Persons needing special accommodations should call 839-5021 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the agenda items above.

EMERGENCY GOVERNMENT COMMITTEE

NOTICE OF PUBLIC MEETING

Tuesday, July 9, 2019

6:30 pm

Emergency Services Building
4030 County Road N
Cottage Grove, WI

1. Determine that a quorum is present and that the meeting was properly posted.
Attendees: S. Valencia, J. Williams, L. Kieck, M. Fonger (voting members). Also present J. Molstad (Aster), DGEMS Chief E. Lang, Town Chair Kris Hampton.
2. Call to Order *at 6:30 PM*
3. Public Appearances – public's opportunity to speak about any subject that is not a specific agenda item. *None.*
4. Discuss and consider approval of prior meetings minutes. *Motion by Kieck/Fonger to approve as printed carried 4-0.*
5. Introduction of Sarah Valencia: *Sarah Valencia introduced herself.*
6. Discussion of new computer: *Chief Lang recommended buying an off-lease model computer from Horstman Networks, Inc. Approval was done two meetings ago, not to exceed \$700 and using Hydrite donated funds.*
7. Update on meeting table connectivity: *A low bid of \$651 from Electrical Solutions to update the table was discussed. Motion by Valencia/Kieck to accept the bid from Electrical Solutions, not to exceed and using Hydrite donated funds carried 4-0.*
8. Update of Aster Emergency Plan from Kris Hampton: *Joe Molstad from Aster and the committee agreed that the entire complex has a much bigger issue than just fire. Hampton will talk to the Hustons, Molstad will go up with his level. We should also look at Kindred Hearts.*
9. Discussion of budget: *Already discussed.*
10. Reports from Department Representatives and Committee Members:
 - a) Cottage Grove Police Department: *No Report*
 - b) Cottage Grove Fire Department: *No Report*
 - c) Deer-Grove EMS: *No Report*
 - d) Monona Grove Schools: *No Report*
 - e) Landmark: *No Report*
 - f) Hydrite Chemical: *No Report*
 - g) Committee Members: *No Report*
11. Future Agenda Items: *Aster (entire Huston complex), table, computer, emergency plan.*
12. Date and Time of next meeting: *August 1, 2019 at 6:30 PM.*

13. Adjournment: Motion by Fonger/Kieck to adjourn carried 4-0.

Town of Cottage Grove

Emergency Government

Budget vs. Actual

	Jan - Dec 2018	2018 Budget	\$ (Under) Budget	Jan - July 2019	2019 Budget	\$ (Under) Budget
Emergency Government						
50140 - Emergency Gov't Expense	2,182.82	2,504.93	(322.11)	1,052.00	1,500.00	(448.00)
Funded By Hydrite Donation	(1,364.92)			(615.00)		
Budget vs. Actual Less Hydrite Funding	817.90	1,500.00	(682.10)	437.00	1,500.00	(1,063.00)
**TV Mounting and Cell Phone Boosters						
				615.00	<i>Power Pole Funded By Hydrite</i>	
				287.02	<i>Telephone Expense</i>	
				30.00	<i>Cell Phones</i>	
				119.98	<i>Internet</i>	
				1,052.00		
Fund Balance						
30400 - Designated For Emergency Govern						
2018 Hydrite Donation	(2,000.00)					
EOC Cellular Booster Purchase	359.99					
EOC TV and Mount Purchase	1,004.93					
2019 Hydrite Donation	(2,000.00)					
Power Pole - Electrical Solutions	615.00					
Total Emergency Government Fund Balance	(2,020.08)					

Extreme Temperature Planning

In the event that the National Weather Service issues an extreme temperature alert and the forecasted condition will likely impact the Village of Cottage Grove and/or the Town of Cottage Grove the following protocol will be followed.

Extreme temperature alerts to be included in this procedure include:

- Excessive Heat Watches: Heat watches are issued when conditions are favorable for an excessive heat event in the next 24 to 72 hours. A Watch is used when the risk of a heat wave has increased but its occurrence and timing is still uncertain.
- Heat Advisory: A Heat Advisory is issued within 12 hours of the onset of extremely dangerous heat conditions.
- Excessive Heat Outlooks: Potential exists for an excessive heat event in the next 3-7 days. An Outlook provides information to those who need considerable lead-time to prepare for the event.
- Wind Chill Watch: A wind chill watch is issued when dangerously cold wind chill values are *possible*.
- Wind Chill Advisory: Wind chill advisory is issued when seasonably cold wind chill values but not extremely cold values are expected or occurring.

1) Extreme temperature alert announced.

2) Emergency Director or designee contacts (email and/or telephone) the following groups of people:

- Emergency services personnel (Police, Fire, EMS)
- Appropriate village and town department heads
- Emergency government committee members
- Town Chairperson and Village President

Purpose of email:

- Provide known details regarding extreme temperature watch.
- Provide next steps (ie. Continue to monitor, conference call needed, etc.)
- If call-in necessary, the email will include date, time, and call-in information.

3) If Conference Call needed:

- Emergency Director will take notes on necessary action and distribute to all on email list.
- Planning and next steps to consider during meeting could include:
 - Discussion regarding vulnerable populations (see appendix for 'Vulnerable Populations')
 - Discussion regarding locations to serve as potential shelter (see appendix for 'Potential Shelter Options')
 - Discussion on department planning needs – ie. Need more EMS staff on call?
 - Discussion regarding community events that may be impacted by the extreme temperature.
 - Ensure lines of communication open between Emergency Personnel and Emergency Director.
 - Determine what needs to be communicated to the public, how the information should it be communicated, and on what timeline
 - Clear next steps noted.
 - Additional conference calls scheduled as necessary.

In the event that the National Weather Service issues an extreme temperature warning and the condition will impact the Village of Cottage Grove and/or the Town of Cottage Grove the following protocol will be followed.

Extreme temperature warnings to be included in this procedure include:

- Excessive Heat Warning—An Excessive Heat Warning is issued within 12 hours of the onset of extremely dangerous heat conditions.
 - Wind Chill Warning: A wind chill warning is issued when dangerously cold wind chill values are expected or occurring.
- 1) Extreme temperature warning issued.
 - 2) All non-Emergency Personnel to remain in appropriate shelter.
 - 3) Frequency of communication determined between Police Department and Emergency Director.
 - 4) Emergency Director emails the following people with updates during extreme weather events.
 - Emergency services personnel (Police, Fire, EMS)
 - Appropriate village and town department heads
 - Emergency government committee members
 - Town Chairperson and Village President
 - 5) In the event a catastrophe occurs that wasn't planned (ie. Power outage), Police Department to contact Emergency Director immediately.
 - 6) As appropriate and able, Emergency Director connects with above group to determine next steps and follow necessary protocols.

If we need:

Transportation

Food

Shelter

Water

Sanitary Stations

Clothing

Medical Care